

Specimen Inventory Committee Minutes
March 27, 2006

1. **Purpose** – The purpose of the committee is to (a) develop a uniform protocol for keeping an inventory of all specimens in the lab and (b) to develop a system for oversight when discarding specimens
2. **Specimen Inventory** – committee members were asked to come up with principles to be incorporated into specimen inventory SOP's. SOP's may be different for each laboratory. Consideration should be given to policies on storage, what can be saved as genome, storage container size, electronic tracking, documentation when moving specimens, specimen labeling, etc.
3. **Cold Storage Inventory** – M. Grazioplene will distribute floor plans to committee members to identify the location of all cold storage and what types of specimens are currently stored where.
4. **Discarding Specimens** – L. Han agreed to come up with some principles for the committee to consider regarding the discarding of specimens. Ideas were discussed such as discarding a portion of negative specimens after a certain amount of time has elapsed since tested or collected, whether specimens are viable, labels are readable, containers are broken, etc. Stakeholders should be consulted before discarding any specimens. The Specimen Inventory Committee will ultimately decide whether identified specimens can be discarded based on the decided upon principles.

Next Meeting: April 24, 2006, 11:00-12:00, room 202